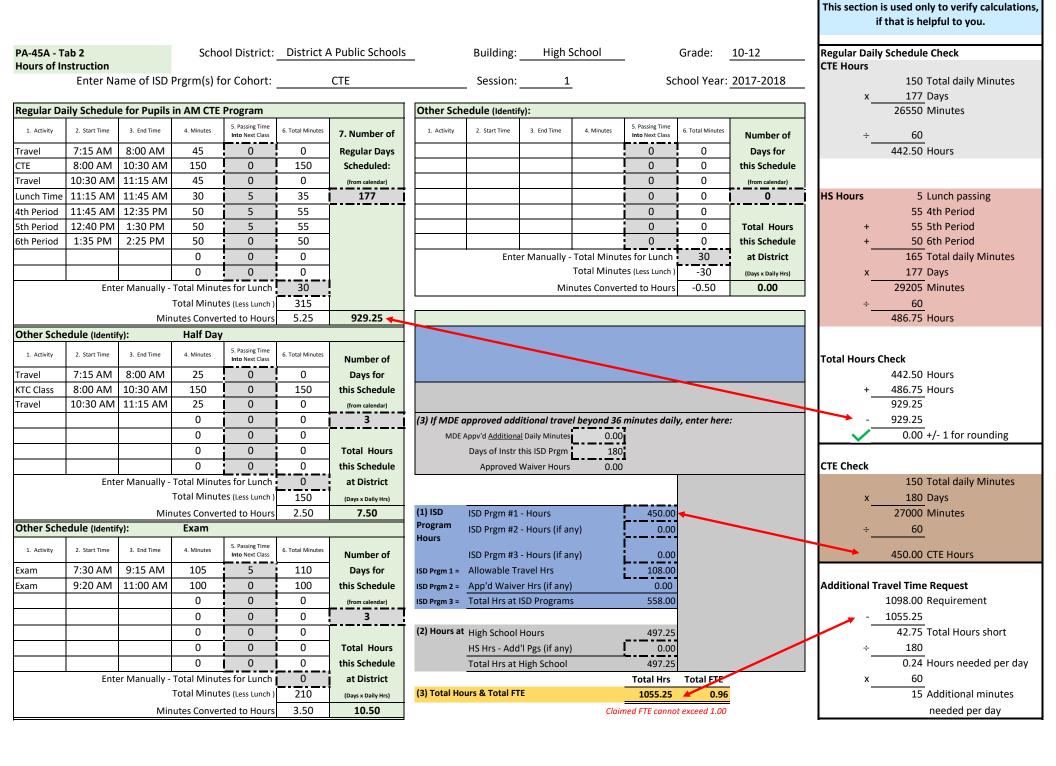
Example of Travel Waiver Granted



How do I use this information to request additional travel time?

Utilize the district's instructional hours calculation to complete the Travel Waiver Request form. The Department is requesting an <u>overview</u> of the traveling pupil's instructional time calculation. It is the district's responsibility to ensure the travel time calculation is accurate and that travel time is the <u>sole reason</u> pupils participating in a cooperative or special education program do not reach the 1,098 instructional hours requirement. Two sample travel waiver requests and analysis are provided.

Using the calculation on the previous page, the district completed the form as follows:

	Program #1 Information
ame of Program #1	СТЕ
umber of Instructional Minutes at District, cluding Passing Time, Per Day	165
lumber of Instructional Minutes at Cooperative r Special Education Program, Per Day	150
ctual Travel Time, in minutes, Per Day	90
otal Number of Instructional Days	183
otal Number of Travel Days Per Year	180
lumber of Minutes of Added Travel Time Being Requested, Per Day	15

Department analysis: The Department will analyze the information supplied to acquire a general sense of instructional hours being provided. Because the information is very general (meaning it does not include half days, late start days, exam days, etc.), it will be used to determine the reasonability of the request.

The following analysis is based on the travel waiver example above:

165 instructional minutes at District x 183 days = 30,195 minutes \div 60 = **503.25** hours

150 instructional minutes at CTE x 180 travel days = 27,000 minutes \div 60 = **450** hours

36 minutes allowed travel time per day x 180 travel days = 6,480 minutes \div 60 = 108 hours

503.25 + 450 + 108 = 1061.25 hours before additional travel time

1,098 required hours - 1061.25 hours = 36.75 hours short

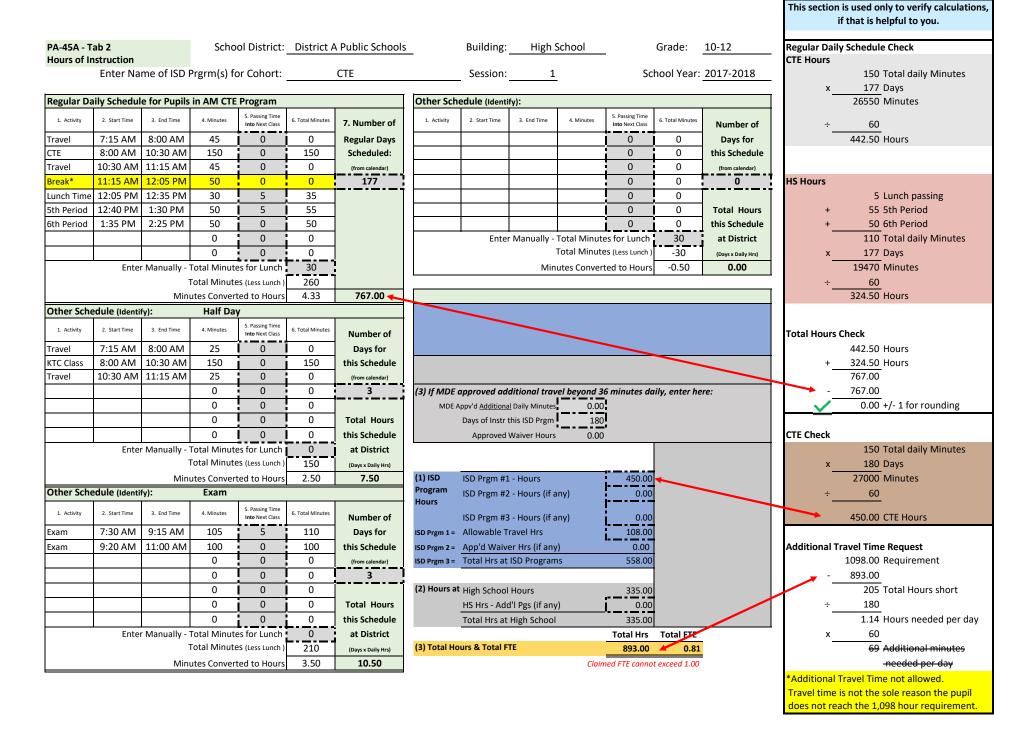
15 minutes of additional travel time requested * 180 travel days = 2,700 minutes \div 60 = 45 requested travel hours

The Department also reviewed the instructional time calculation provided by the district to ensure that travel time was the sole reason the instructional time requirement cannot be met.

Department response: Yes, it is reasonable to believe the requested 15 minutes per day is representative of actual need for additional travel time. Given we are overestimating the instructional hours because we are using 180 full days in our calculation, it is reasonable to believe that 45 hours of travel time is needed. Additional travel time is granted.

Please work with your Pupil Membership Auditor to ensure the accuracy of the instructional hours calculation and request of additional travel time.

Example of Travel Waiver Denied



How do I use this information to request additional travel time?

Utilize the district's instructional hours calculation to complete the Travel Waiver Request form. The Department is requesting an <u>overview</u> of the traveling pupil's instructional time calculation. It is the district's responsibility to ensure the travel time calculation is accurate and that travel time is the <u>sole reason</u> pupils participating in a cooperative or special education program do not reach the 1,098 instructional hours requirement.

Using the calculation on the previous page, the district completed the form as follows:

	Program #1 Information
lame of Program #1	СТЕ
Number of Instructional Minutes at District, ncluding Passing Time, Per Day	105
Number of Instructional Minutes at Cooperative or Special Education Program, Per Day	150
actual Travel Time, in minutes, Per Day	90
Fotal Number of Instructional Days	183
Total Number of Travel Days Per Year	180
Number of Minutes of Added Travel Time Being Requested, Per Day	69

Department analysis: The Department will analyze the information supplied to acquire a general sense of instructional hours being provided. Because the information is very general (meaning it does not include half days, late start days, exam days, etc.), it will be used to determine the reasonability of the request.

The following analysis is based on the travel waiver example above:

110 instructional minutes at District x 183 days = 20,130 minutes \div 60 = 335.25 hours

150 instructional minutes at CTE x 180 travel days = 27,000 minutes \div 60 = **450** hours

36 minutes allowed travel time per day x 180 travel days = 6,480 minutes \div 60 = 108 hours

335.25 + 450 + 108 = 893.5 hours before additional travel time

1,098 required hours – 893.5 hours = 207 hours short

69 minutes of additional travel time requested * 180 travel days = 12,420 minutes \div 60 = 207 requested travel hours

The Department also reviewed the instructional time calculation provided by the district to ensure that travel time was the sole reason the instructional time requirement cannot be met. Upon review, it was determined that a gap existed between the return travel and lunch time.

Department response: The travel waiver request would be denied due to the gap that exists in the pupil's daily schedule. By filling this 50 minute gap, an additional 147.50 hours of instruction could be added to benefit the pupil (50 minutes x 177 days = 8.850 minutes / 60 = 147.50 hours of instruction). Additionally, the requested 69 minutes of additional travel plus the 36 original travel minutes allowed for a total of 105 minutes of daily travel could be considered excessive when actual travel is 90 minutes per day.

Please work with your Pupil Membership Auditor to ensure the accuracy of the instructional hours calculation and request of additional travel time.